

**U.S. DEPARTMENT OF STATE**  
**U.S. MISSION TÜRKİYE, PUBLIC DIPLOMACY SECTION**  
**Notice of Funding Opportunity (NOFO)**

<b>Funding Opportunity Title:</b>	U.S. Mission Türkiye, PD Annual Program Statement
<b>Funding Opportunity Number:</b>	TR-NOFO-FY24-01
<b>Deadline for Applications:</b>	Rolling Basis with a Quarterly Review December 29, 2023; March 1, 2024; May 3, 2024
<b>CFDA Number:</b>	19.040 – Public Diplomacy Programs
<b>Maximum for Each Award:</b>	\$35,000

**A. PROGRAM DESCRIPTION**

The U.S. Mission Türkiye of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

**Purpose of Public Diplomacy Grants Program:** The U.S. Mission Türkiye invites proposals for projects that strengthen ties between the United States and Türkiye through cultural and educational programming that highlights shared values and promotes bilateral cooperation. All proposals must include a U.S. cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

**Priority Program Areas:**

- **Shared Security:** *support and advance cooperation between the United States and Türkiye through efforts to promote cooperation in NATO, other multilateral security organizations and cybersecurity and advancing the role of women in peace and security.*
- **Economic Prosperity and Promoting Innovation:** *increase cooperation between U.S. and Turkish scientists, entrepreneurs and businesses, and information sharing/trainings with students and the general public particularly in the fields of space/aerospace, agricultural technology, green technology, biotechnology, clean energy, combatting climate change and developing the blue economy.*
- **Democratic Values:** *reinforce respect for international human rights norms within Türkiye, and for democracy, counter gender-based violence, promote the rule of law, freedom of expression, protecting underrepresented groups' rights including those of gender non-conforming individuals, gender equality, and strengthening press freedoms, increasing the capacity of the Turkish media and civil society.*
- **Turkish and U.S. Cultural Ties:** *build cultural, artistic, sports and social ties between the Turkish and American people and promote a positive understanding of the value of the relationship between the two countries. Projects which seek to preserve important tangible and intangible cultural heritage sites in Türkiye are included in this category.*

- ***Turkish and U.S. Ties Through Education:*** support English language programs, raise awareness of media misinformation and disinformation, increase understanding of the U.S. political system, government and education system, and augment science, technology, research, engineering, art, and mathematics (STREAM) teacher and student trainings by expanding ties between Turkish and U.S. organizations and individuals.

### **Participants and Audiences:**

Projects focused on underserved communities are encouraged. Projects that meet this criterion will receive extra consideration. Projects must have a public teaching/public dialogue or educational component addressing Turkish audiences. Proposals including activities located outside Türkiye's metropolitan areas are encouraged. Projects in the following categories must have a clear U.S. element: Support Shared Security, Strengthen Economic Prosperity and Promote Innovation, Foster Turkish and U.S. Ties Through Education, and Advance Turkish and U.S. Cultural Ties. Projects in these categories not meeting this criterion will be disqualified. Proposals that aim to protect and/or restore important cultural and historical sites do not require a U.S. element but will be viewed as stronger proposals with one.

### **The following types of projects are not eligible for funding:**

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization; or
- Projects that duplicate existing projects;
- Commercial projects;
- Scholarships to support educational opportunities or study and research for individuals.

### **Authorizing legislation, type and year of funding:**

Funding authority rests in the Smith Mundt Act. The source of funding is FY2024 Public Diplomacy Funding.

## **B. FEDERAL AWARD INFORMATION**

**Length of performance period:** Maximum 24 months

**Award amounts:** Awards may range from a minimum of \$15,000 to a maximum of \$35,000

**Type of Funding:** Fiscal Year 2024, Public Diplomacy Funding

**Anticipated project start date:** Three months after the proposal is submitted

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant

**Project Performance Period:** Proposed projects should be completed in 24 months or less. The Public Diplomacy Section will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

U.S. Mission Türkiye encourages applications from the United States and Türkiye:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with project experience
- Individuals
- Non-profit or governmental educational institutions

For-profit or commercial entities and not-for-profit companies (such as techno parks) are not eligible to apply.

There are no such restrictions for project partners.

### **2. Cost Sharing or Matching**

Applications that have in-kind or cost-sharing support are considered stronger and will be given extra consideration.

### **3. Other Eligibility Requirements**

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Organizations or individuals with an existing, open grant with U.S. Mission Türkiye are ineligible to apply for additional grants until the existing grant is closed.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on

www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Note: Proposals submitted by applicants who have started the process to obtain a Unique Entity Identifier (UEI) number and register with www.SAM.gov however have not been able to finalize the process will be considered eligible for review.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package**

Application forms required below are available at <https://tr.usembassy.gov/education-culture/grant-opportunities> and [www.grants.gov](http://www.grants.gov)

### **2. Content and Form of Application Submission**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All mandatory documents are submitted by e-mail to [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov) by the given deadline per cycle. If any documents are found to be missing, the application package will be considered incomplete and therefore ineligible for further evaluation in this competition cycle.

The following documents are **required**:

#### **1. Mandatory application forms**

**1. SF424 Forms:** Please make sure to submit all three SF424 forms. These forms can be found under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/>

**1.1. Form SF-424** (Application for Federal Assistance for organizations) if applying as an organization or **form SF-424-I** (Application for Federal Assistance for individuals) if applying as an individual.

**1.2. Form SF424A** (Budget Information for Non-Construction programs)

**1.3. Form SF424B** (Assurances for Non-Construction programs)

**2. Grant Application Form:** Please use the Grant Application form provided under the “Docs & Forms for Applicants” section of the Embassy’s Grant Opportunities webpage <https://tr.usembassy.gov/education-culture/grant-opportunities/>. The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to achieve. Please do not exceed the character limits.

**2.1. Budget Justification Narrative:** The budget justification narrative section is at the end of the Grant Application Form. Explain how and why each budget line item helps to meet the project deliverables. In other words, describe each of the budget expenses as to how the costs were estimated and justify the need for the cost. Include information about your project’s scalability. For example, can your budget increase or decrease based on such factors as the number of participants or geographic spread? Note that increased budget flexibility can increase a proposal’s competitiveness.

Make sure that your application package consists of at least 4 attachments (mentioned above). If any of the documents mentioned above are missing, the submitted application will be considered ineligible, regardless of the amount of funding requested.

### Optional Documents

- Legal registration documents of civil society organizations and non-profit organizations
- One page CV or resume of each key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner or a Memorandum of Understanding among all partners (if applicable)
- Official permission letters, if required for project activities
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (This is applicable to only U.S. organization).

### 3. \*Unique Entity Identifier and System for Award Management (SAM.gov)

#### Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

***Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. [www.SAM.gov](http://www.SAM.gov) registration is free of charge. Please begin your registration as early as possible.***

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS), and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

**Organizations based outside of the United States and that DO NOT plan to do business with the Department of Defense should follow the below instructions:**

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

**Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:**

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage: <https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

## **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

## **Individuals are exempt from SAM registration.**

### **4. Submission Dates and Times**

U.S. Mission Türkiye will accept proposals throughout the year and will review proposals according to the following schedule:

- Deadline to submit proposals for the first cycle: December 29, 2023, 17:00 Türkiye time
- Deadline to submit proposals for the second cycle: March 1, 2024, 17:00 Türkiye time
- Deadline to submit proposals for the third cycle: May 3, 2024, 17:00 Türkiye time

Applicants will be notified of review committee decisions after the panel following their grant submission. No applications will be accepted after May 3, 2024.

### **5. Funding Restrictions**

Activities that are not typically funded include but are not limited to: Paying to complete activities begun with other funds; political party activities; charitable activities; construction projects; fund-raising campaigns; commercial projects; scholarships to support educational opportunities or study and research for individuals; or projects aimed only at primary institutional development of the organization.

Lump sum costs, alcoholic beverages, entertainment costs and vague budget line items, such as “Miscellaneous Items” or “Unforeseen Expenses” will not be funded. Proposals with budgets in large part requesting funding for travel to the United States will be viewed unfavorably. Personnel costs should not exceed 25% of the budget.

## 6. Other Submission Requirements

All application materials must be submitted by email to [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov)

- Please do not send applications via cloud transfer systems or with Google Drive links.
- Do not send e-mail with win.rar and win.zip attachments.
- The Mission’s e-mail system has a 25 MB limitation. Any e-mail which exceeds 25 MB may not be delivered. Should your application package exceed 25 MB, consider sending it in several smaller e-mails.
- All applicants will receive an automatically sent confirmation e-mail. Applicants who send multiple e-mails will only receive one automatically sent confirmation e-mail. Please check your spam/junk mailbox and make sure you have received the confirmation e-mail. If you do not receive it, this means we did not receive your application.

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

#### **Organizational Capacity– 5 points:**

- o The applicant has expertise in its stated field and has the internal controls in place to manage federal funds. (up to 2.5 points)
- o The applicant has planned ahead in regards to who the key personnel will be and what roles they will undertake. (up to 2.5 points)

#### **Support of Equity and Underserved Communities – 5 points:**

- o The proposal clearly demonstrates how the project will support and advance equity and engage underserved communities in project administration, design, and implementation.

#### **Quality and Feasibility of the Project Idea – 15 points:**

- o Clear, concise, and well-supported statement of the problem. (up to 4 points)
- o The need for the proposed project, goals and objectives are clearly stated. (up to 4 points)
- o The project ideas are well-developed, with detail about how the project will be carried out. (up to 4 points)
- o The proposal includes a reasonable implementation timeline and effectively allocates resources (up to 3 points)



**Support for U.S. Mission to Türkiye Diplomatic Goals – 5 points**

- o The project directly supports one of U.S. Mission to Türkiye's integrated country strategy goals as elaborated in the Priority Program Areas above. (Up to 5 points)

**U.S. Element – 10 points**

- o The project has a potential to further the relationship between Türkiye and the U.S. (up to 5 points)
- o The applicant will partner with a U.S. organization or includes a U.S. expert. The project clearly promotes U.S. values and the topic area applied for. (up to 5 points)

**Impact and Outcome – 10 points:**

- o Goals and objectives are clearly stated, and project approach is likely to provide maximum impact in achieving the proposed results. (up to 5 points)
- o Project shows strong potential to reach a new or large target audience. (up to 5 points)

**Monitoring and Evaluation plan – 10 points:**

- o Applicant demonstrates it can measure project success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal (up to 5 points)
- o The project includes output and outcome indicators and the proposed evaluation provides tangible/measurable products (up to 5 points).

**Branding and Marketing / Visibility – 5 points**

- o The project has a well thought out marketing plan and strategy. Explains how the U.S. support will be visible and how the U.S. element will be promoted.

**Sustainability – 10 points**

- o Project activities will continue to have positive impact after the conclusion of the project. (up to 5 points)
- o Applicant has a continuity plan, will be able to add new components if the project continues and secure funds for the continuation of the project. (up to 5 points)

**Risk Assessment – 5 points**

- o Risk Assessment – Applicant has laid out possible risks; has developed alternate and contingency plans.

**Budget – 20 points:**

- o Realistic - The budget is realistic, accounting for all necessary expenses to achieve proposed activities (up to 5 points)
- o Reasonable – Costs are reasonable in relation to the proposed activities and anticipated results (up to 5 points)
- o Scalable – The project's scale and budget can be reduced, if necessary (up to 5 points)
- o Cost sharing – The applicant is seeking funds from other sources or willing to contribute (up to 5 points)

## 2. Review and Selection Process

A Mission Grants Review Committee will evaluate all eligible applications.

## 3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:

- i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review and comment on any information about itself in the designated integrity and performance systems accessible through SAM that a Federal awarding agency previously entered;
- iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## 4. Anticipated Announcement and Federal Award Dates

Applications received prior to the deadline of each cycle will be periodically reviewed and applicants will be notified of review committee decisions after the panel following their proposal submission.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### 1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made in three installments, as needed to carry out the project activities.

Organizations whose applications will not be funded will also be notified via email.

## 2. Administrative and National Policy Requirements

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

### 3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and project reports. The award document will specify how often these reports must be submitted.

#### **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact [GrantsTurkey@state.gov](mailto:GrantsTurkey@state.gov)

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

#### **H. OTHER INFORMATION**

##### **Guidelines for Budget Justification**

**Personnel:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

**Travel:** Estimate the costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

**Other Direct Costs:** Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Mission. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.